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AGREEMENT

between

GLOUCESTER COUNTY LAW ENFORCEMENT

LODGE #97 F.O.P.

and

COUNTY OF GLOUCESTER

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JULY 1, 2005 through DECEMBER 31, 2011

J-1

## TABLE OF CONTENTS

Preamble	
Recognition	3
Grievance Procedure	4
Workday Overtime and Call In Seniority	5
Wages	10
Clothing Allowance and Items of Issue	14
Medical Benefits	17
Holidays	19
Vacation	24
Employee Reimbursements	25
Sick Leave	28
Bereavement Leave	29
Other Benefits	32
Workers Comp	
Other Leaves	
Pregnancy	
Military	
Administrative	
Management Rights	33
Lodge Rights	35
Re-Opener Provision	37
Dues Deduction	39
Representation Fee	40
Maintenance of Operations	41
Working Conditions and Safety Items	45
Employee Rights	46
Miscellaneous	48
Fully Bargained Clause	51
Schedule A	53
Schedule B	55
Appendix A	56
Appendix B	57
	58

PREAMBLE

This Agreement is entered into this 26th day of October, 2005, by and between the COUNTY OF GLOUCESTER, (hereinafter referred to as the "Employer") and the GLOUCESTER COUNTY LAW ENFORCEMENT LODGE #97, FRATERNAL ORDER OF POLICE (hereinafter referred to as the "FOP").

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I  
RECOGNITION

A. The Employer agrees to recognize the FOP as the exclusive bargaining agent for full-time employees classified as Correction Officers, hereinafter termed "employee(s)", but excluding interim and temporary employees and all other employees not specifically included above. Temporary employees are defined as those employees whose term of employment is fixed upon employment for a period of time not greater than six (6) months. Interim employees are defined as those employees who are hired as replacements for unit employees who are on leave of absence and whose term of hire is not to exceed one (1) year.

B. Where appropriate, the rules and regulations of the Merit System Board and of the Public Employment Relations Commission shall cover employees under this Agreement. Those rules and regulations will, when appropriate, be interpreted solely by the respective Commissions.

C. Whenever titles are used in this Agreement, they shall be defined to include the plural as well as the singular and to include males and females.

ARTICLE II  
GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration and to have the grievance adjusted without intervention of the FOP, provided such adjustment is not inconsistent with the terms of this Agreement.

B. Definitions

1. A "grievance" is a claim by an employee, group of employees, or the FOP on behalf of an employee or group of employees, based upon the interpretation, application of violation of this Agreement, administrative rules and policies. The sole remedy available to any employee for any alleged breach of this Agreement shall be pursuant to the grievance procedure provided.

2. An Aggrieved person is the person or persons or the FOP making the claim.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days at each level shall be considered as a maximum. The time limits specified may, however, be extended by mutual agreement. If no response is made by management by the

end of their time allotment, it shall be construed to be a denial of the grievance, and the FOP may proceed to the next level.

Level One - A grievance may be filed in writing with the Warden, within seven (7) calendar days of the occurrence of the grievance. Failure to act within said seven (7) calendar days shall be deemed to constitute an abandonment of the grievance. The Warden may consult with the appropriate officers and shall render a written decision within seven (7) calendar days after receipt of the grievance.

Level Two - In the event a settlement has not been reached through Level One procedures, a grievance may be filed with the Director of Correctional Services (ADirector@) within five (5) calendar days following receipt of the determination of Level One. The Director or his designee shall schedule and hold a meeting within seven (7) calendar days following receipt of the grievance and shall render a written determination within seven (7) calendar days after the date of such meeting.

Level Three - In the event a settlement has not been reached through Level Two procedures a grievance may be filed with the Board of Chosen Freeholders within five (5) calendar days following receipt of the termination of level Two. The Board of Chosen Freeholders or their designee shall render a written determination within seven (7) days following receipt of the grievance.

Level Four - In the event a settlement has not been reached through Level Three procedures, the FOP may, after determining that the grievance is meritorious, submit the grievance to arbitration.

D. Arbitration

1. If the FOP determines that the grievance is meritorious, it may submit the grievance to arbitration within ten (10) calendar days following receipt of the Level Three determination or within thirty (30) calendar days following submission of the grievance to Level Three. Such submission shall be pursuant to the rules of the Public Employment Relations Commission. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission. Nothing herein precludes a mutual selection of an arbitrator by the parties.

2. It is understood that arbitration is limited to grievances based upon the interpretation, application, or violation of the four corners of this Agreement. For all other grievances, the determination rendered at Level Three shall be final.

3. In the event that arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest with the arbitrator selected in accordance with the provisions of Section D., 1. of this Article, or PERC, or a court of jurisdiction.

4. The arbitrator shall not consider any past practice precedent except to the extent needed to clarify language of this Agreement.

5. The arbitrator shall not add to, subtract from, or modify the terms of this Agreement.

6. No more than one grievance or issue may be submitted to a single arbitrator in any single proceeding unless otherwise agreed to in writing by the parties.

7. The arbitrator's decision shall be in writing, setting forth the reasons therefore, and shall be transmitted to the parties, and shall be final and binding.

E. Costs The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Employer and the FOP. Any other expenses incurred shall be paid by the party incurring same.

F. Representation Any aggrieved person may be represented at all stages of the grievance procedure by himself or, at his option, with a representative selected and approved by the FOP. When an employee is not represented by the FOP, the FOP shall have the right to be present and to state its views at all stages of the grievance procedure.

G. Reprisals There shall be no reprisal against the FOP management, or any individual by virtue of their participation or lack of participation in the prescribed grievance procedure.

H. Group Grievance If in the judgment of the FOP a grievance affects more than one employee, the FOP shall identify the employee (s) and may submit such grievance in writing, and the processing of such grievance shall commence at Level Two. The FOP may process such a grievance through all levels of the grievance procedure.

I. Miscellaneous

1. All decisions set forth to the aggrieved person shall be set forth in writing and shall include an explanation and shall be transmitted promptly to the FOP.

2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of the participants.

3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.

## ARTICLE III

### WORKDAY OVERTIME AND CALL IN SENIORITY

#### A. Workday, Worksheet, Work Period and Leave Assignment

1. Workday Employees will be scheduled to work an eight (8) hour shift or a twelve (12) hour shift. All staff are expected to be at their respective duty stations on time and in complete and proper uniform. Employees reporting late for duty will not receive pay for time lost. Unexcused lateness may be cause for disciplinary action, absent exceptional circumstances.

a. The workday under the eight (8) hour shift shall consist of eight (8) hours inclusive of a thirty (30) minute meal break.

b. The workday under the twelve (12) hour shift shall consist of twelve (12) hours inclusive of two (2) forty five minute (45) meal breaks.

c. If a break is interrupted for emergency situations or operational needs, the Employee may return to finish the break provided the work schedule permits, and the Employee will not receive any additional compensation for any break interruption.

d. The Director or his designee shall have the discretion to modify or create specialized shifts for outside work details, supply officers and classification officers.

#### 2. Workweek and Work Period

a. The work period for employees on a twelve (12) hour shift schedule shall consist of seven (7) twelve (12) hour shifts as described in Appendix B to this Agreement.

3. Leave Time Assessment Each twelve (12) hour workday shall be considered as one (1) full day for purposes of vacation, personal leave, bereavement leave,

administrative leave and Lodge leave. Twelve (12) hours of sick leave will be assessed (hour for hour) for sick leave utilization on any given workday. Effective October 1, 2003 all new hires will be placed on twelve (12) hour shifts and shall receive their vacation leave as described in Article VIII A (1).

4. Short Notice Leave Upon request, the Director or his designee, with twenty-four (24) hours notice shall authorize either a one-quarter (1/4), one-half (1/2) or one (1) day of vacation or a one half (1/2) or one (1) day of administrative leave to any employee provided there is minimum staffing on each shift without requiring overtime. Such requests will not be unreasonably denied.

B: Overtime

1. The workweek for employees on an eight (8) hour shift schedule shall consist of five (5) eight (8) hour shifts. An employee working the eight (8) hour shift schedule who is required to work in excess of his workday, or eighty (80) hours in a fourteen (14) day work period, shall be compensated for all such time at the appropriate rate of overtime, as set forth in Section B.3. of this Article.

2. The work period for employees scheduled on twelve (12) hour shifts shall, in accordance with the Fair Labor Standards Act, Section 207 (K), and 29 CFR Part 553.230, consist of a fourteen (14) day work period totaling not more than eighty-six (86) hours. The Employer has agreed to pay overtime, in accordance with the rate set forth in Section B.3. of this Article, for hours worked in excess of eighty-four (84) in the course of the aforementioned fourteen (14) day work period.

3. The overtime rate of pay, unless otherwise stated under the terms of this

Agreement, shall be computed on the basis of one and one-half (1 1/2) times the employee's hourly rate. For purposes of calculating the overtime rate, the employee's hourly rate is derived by dividing the sum of his base pay (inclusive of longevity, where applicable) by (a) 2080 hours for eight (8) hour shift employees, or (b) by the sum of 2080 hours and 104 hours for twelve (12) hour shift employees.

4. For overtime purposes, time worked includes vacation leave, sick leave, bereavement leave, administrative leave, Lodge leave and holidays.

5. Overtime shall include any necessary travel time for official business, as per the FLSA.

6. In the event that overtime work is required, the Employer shall first attempt to secure volunteers based upon seniority. If unable to secure volunteers, employees may be required to work overtime. Such "mandatory overtime" shall be based upon reverse shift seniority, except in emergency situations. In the assignment of overtime, so long as the employee is fit for duty, prior approved time off shall not disqualify the employee for such assignment.

7. It is understood that both voluntary and mandatory overtime shall be distributed as equitably as possible. Overtime shall be distributed in accordance with the terms of this Agreement. All employees shall be eligible and shall be required to work overtime on a rotating basis. If the employer inadvertently skips over an employee in seeking to fill overtime needs that employee's chances for overtime will be equalized by putting that person's name first on the list for the next time. Under these circumstances, the rate of overtime pay shall be at the missed rate or higher as applicable.

8. The requirements of the overtime distribution list as set forth in Paragraphs 6 and 7 above shall not apply if an employee assigned to a particular duty (courts,

transports, quartermaster, etc.) is to be held over beyond the expiration of his shift, up to a maximum of two (2) hours. The overtime list shall be utilized for any post-shift requirement exceeding two (2) hours.

C. Call Back If an employee is called back to work at a time other than his assigned work tour, and if such call back time is not contiguous to the start of his work tour, the employee shall be guaranteed a minimum of two (2) hours compensation at the appropriate rate.

D. Standby Pay If an employee is required to be on standby, he shall receive one (1) hour's pay for every sixteen (16) hours on standby.

E. Compensatory Time There will be no compensatory time granted in lieu of payment for overtime work.

ARTICLE IV  
WAGES

A. Salaries

1. The salaries of all members of the unit covered by this Agreement are set forth in the Salary Schedule A which is attached hereto and made a part hereof.
2. Where appropriate, those employees with six (6) or more months of service shall progress one (1) step each January 1 until the employee reaches the maximum pay step on his salary schedule.

B. Longevity

1. All employees shall receive the following longevity pay to be included in their base salary:

Beginning the 7th year of service	2%
Beginning the 10th year of service	4%
Beginning the 14th year of service	6%
Beginning the 20th year of service	8%

4. Employees entitled to longevity pay shall have their base salary as shown in the Salary Schedules adjusted to reflect the inclusion of such longevity pay.

5. Longevity service time is defined as continuous time in County service for employees hired prior to January 1, 1990 and is defined as Departmental time for employees hired on or after January 1, 1990.

- C. Shift Differential The permanent day shift is any shift that falls entirely between 6:00 a.m. and 6:00 p.m., or between 6:30 a.m. and 6:30 p.m. for Officers working a 12-hour shift schedule. Any employee assigned to any other shift of which any part falls outside of the

permanent day shift, shall receive an additional \$.95 per hour for all assigned time.

D. Grand Jury or Court Time Any employee required to appear before any court or Grand Jury on a work related matter shall either receive the time off, with pay if on duty, or if off duty, shall be compensated for such time at the overtime rate of pay, if applicable. Any employee who institutes charges that are work related and must attend any court session or Grand Jury hearing during work hours shall be granted such time off, with pay, or if attendance is required on off-duty hours, shall receive overtime pay, if applicable.

E. Pay for Assuming Higher Position Any employee required/requested to assume the duties of a higher paid position shall be compensated for all time worked in such position at the higher rate of pay based upon the employee's salary level.

F. Separate Checks All monies allocated to clothing maintenance, educational bonus, fitness bonus and sick leave bonus and buy-back shall be paid by separate check in their respective months as set forth in this Paragraph and shall not be included in regular pay.

G. Separate Check Payment Schedule

<u>Activity</u>	<u>Payment Date(s)</u>	<u>On Or Before</u>
1. Individual Attendance Bonus; Education Bonus; Uniform Allowance		Last Pay Day In January
2. Holiday Pay		First pay day in November
3. Physical Fitness Bonus		First pay day in December
4. Sick Time Buyback		Pay by last regular pay day in July

## ARTICLE V

### UNIFORMS

#### A. Clothing Allowance and Items of Issue

New employees may be issued uniform allowances up to the amount of \$1,550.00 to purchase the items of clothing and equipment needed to report for work in full uniform as listed in Appendix A. The Director will provide the list of particulars to be purchased by the new employee. The allowance will be provided in two transactions with the initial issue payment in the amount of \$750 while the recruit attends the Corrections academy, an additional issue payment in the amount of \$800 after the recruit completes the academy.

B. Effective January 1, 2006, a one time amount of \$1,550.00 shall be added to the base salary of the Employee and all future payments for uniform maintenance allowance shall be eliminated.

1. Employer is responsible for cost of leather gear, jackets and vests.

2. Clothing destroyed or damaged in the line of duty shall be replaced or repaired at the Employer's expense. An incident report of the damage or loss must be submitted within 48 hours of the occurrence, signed by the officer, and signed by the Shift Lieutenant. The incident report will then be submitted to the Director.

C. Badges and Uniform Patches Once during the term of this Agreement, Employer will provide new badges and uniform patches to all Employees covered by this Agreement.

D. Uniform Changes Employer will bear the cost of any uniform changes it

makes. Employee will bear the cost of any uniform changes requested by the Union and agreed to by the Employer.

## ARTICLE VI

### MEDICAL BENEFITS

#### A. Health Benefits

The Employer shall continue the following insurance for each eligible employee and his or her dependents:

1. Medical. \$5 and \$10 Point of Service Plan and a Personal Choice Plan provided by Aetna US Healthcare.
2. Vision Care. It is understood that this shall remain a separate policy providing coverage in addition to the vision care coverage provided under the Employer's medical plans. Allowances for the following items shall be as indicated: examination, \$30; frames, \$20; single vision lenses, \$30; bifocal lenses, \$43; trifocal lenses, \$50; lenticular lenses, \$100; contact lenses, \$200.
3. Prescription. The employee co-pay will be \$5.00 for each generic prescription, \$10.00 for each name-brand prescription and \$20.00 for non-preferred drugs. Syringes and contraceptives will be covered by the plan. Generic substitution will be mandatory whenever available, unless the physician specifies a brand-name only.
4. Dental. The Employer shall continue to provide dental insurance in accordance with the indemnity plan for employees only, at a cost to the Employer which shall not exceed \$31. There shall be no deductible for any of the services provided under the plan. As an alternative to the indemnity plan, the Employer shall offer coverage

through a dental plan organization, the terms of which shall be agreed upon by the Employer and the FOP. Employees who elect to enroll in the dental plan organization may also enroll their dependents. However, in no case shall the Employer be required to pay a higher monthly premium for any such employee than it would have paid for employee-only coverage under the indemnity plan. Any premium costs incurred by an employee in excess of the indemnity plan rates will be paid by the employee through payroll deductions on a pre-tax basis, as authorized by Section 125 of the Internal Revenue Code. Open enrollment periods for the dental plans shall be in July of each year, for coverage beginning September 1.

5. Employees who terminate their employment or begin unpaid leaves of after the fifth day of the month shall have their health benefits continued by the Employer for one calendar month following the month in which the leave begins. Employees on approved leave of absence may continue coverage thereafter at their own expense by paying the applicable premium charges to the employer four (4) weeks in advance of the coverage month.

6. Premium charges for health insurance will be subject to the following conditions: (a) In the case of a self funded plan, premiums will reflect the anticipated cost to the Employer of providing the insurance, using actuarial estimates or experience factors; (b) Employees on active pay status will be required to contribute toward the cost of medical insurance to the extent that the monthly premium for their selected

F. Change of Carriers

1. The Employer reserves the right to change insurance carriers so long as the benefits to be provided are substantially equivalent to those of the existing plan(s)

2. Prior to any change, the Employer will notify the FOP so that the FOP may, in the event it does not agree that the benefits are substantially equivalent, submit the matter directly to arbitration in accordance with Article II, Section D. Such arbitration award shall occur prior to any such change.

G. In January of each year, commencing in 1995, employees who are enrolled in the medical or prescription plans pursuant to Section A may elect to waive either or both coverages, subject to the following provisions:

1. Employees will be permitted to waive employer-provided medical coverage only upon furnishing proof of other medical coverage through a spouse's employer or other source.

2. Employees who waive medical or prescription coverage shall receive a monthly payment in lieu of insurance, depending upon the type of coverage for which they are otherwise eligible, as set forth below.

Employee-only medical:	\$100.00 per month
Parent/child medical:	150.00 per month
Husband/wife medical:	175.00 per month
Family medical:	250.00 per month
Employee-only prescription:	25.00 per month
Family prescription:	50.00 per month

3. Waivers of coverage shall remain in effect unless the employee elects to re-enroll during a subsequent open enrollment period (currently July) or unless the employee loses his or her alternative coverage (as, for example, by termination or a spouse's employment). An employee who re-enrolls because of a loss of alternative coverage shall resume coverage under the Employer's indemnity plan within thirty (30) days or within sixty (60) days in an approved HMO plan after giving notice or as soon thereafter as is permitted under the insurance then in effect.

4. Waivers of coverage will take effect April 1 following the employee's election. Payments will commence by the end of April and will continue thereafter on a regular basis each month while the waiver of coverage remains in effect.

5. Employees who have waived coverage but plan to apply for post retirement medical or prescription coverage pursuant to Section D must be re-enrolled in the respective plans not less than one (1) year prior to retirement.

H. The Employer will make available to all bargaining unit employees a flexible spending account which meets the requirements of Chapter 125 of the Internal Revenue Code.

## ARTICLE VII

### HOLIDAYS

A. There shall be a minimum of fourteen (14) holidays per year, with a schedule to be determined by the Employer.

B. In the event an employee is regularly scheduled to work on New Year's Day, Independence Day, Thanksgiving Day, and/or Christmas Day, the employee shall be compensated for such work at two (2) times the employee's regular straight time rate of pay.

C. Overtime work on holidays shall be compensated at two and one-half (2 ½ ) times the employee's regular straight time rate of pay.

D. Officers whose schedules require that they work holidays shall be paid for their fourteen (14) holidays as a lump sum for the year. Holiday pay shall be paid by a separate check. Each day of holiday pay shall be paid as an eight (8) hour day.

E. Eight-hour employees can request to work holidays by submitting a list of seven holidays by January 15 that they wish to work during the calendar year. Based upon operational needs and management's discretion, the employees will be scheduled accordingly and as necessary. When a conflict between employees' requests exists, seniority shall govern. Thanksgiving, Christmas, and New Year's Days are not part of the selection process. These three (3) holidays are automatic days off with holiday pay to eight-hour employees who choose to work holidays.

## ARTICLE VIII

### VACATION

A. All full-time employees hired prior to October 1, 2003, shall receive the following vacation leave per calendar year (Jan.-Dec.):

Beginning the first calendar year	1 day per month worked (max. 12 days)
Beginning the 2nd - 4th year	12 workdays
Beginning the 5th - 11 year	15 workdays
Beginning the 12th - 19th year	20 workdays
Beginning the 20th - 25th year	25 workdays
Beginning the 26 <sup>th</sup> year of service	30 workdays
Beginning the 31 <sup>st</sup> year of service	One day for each year served

Effective October 1, 2003, all new hires will be placed on twelve (12) hour shifts and shall receive the following vacation leave per calendar year (Jan.-Dec.):

Beginning the first calendar year	8 hours per month
Beginning the 2nd - 4th year	8 workdays
Beginning the 5th - 11 year	10 workdays
Beginning the 12th - 19th year	14 workdays
Beginning the 20th - 25th year	20 workdays
After completion of 25th year of service	25 workdays
After completion of 30th year of service	30 workdays

B. Accumulation Where, in any calendar year, the vacation leave, or any part thereof, is not granted by reason of pressure of County business, such vacation leave, or part thereof, not granted, shall accumulate and shall be granted during the next succeeding calendar year ONLY.

C. Carry Over An employee shall be allowed to carry over five (5) vacation days per year, subject to the operational requirements of the Employer. The reimbursement shall be at the current year's rate of pay.

D. Death of the Employee Upon the death of an employee, all unused and earned vacation leave, sick, and administrative days shall be calculated and paid to the estate.

E. An employee retiring or otherwise separating shall be entitled to pro-rata vacation allowance for the current year in which the separation or retirement becomes effective. Any vacation leave which may have been carried over from a preceding calendar year will be included.

F. Vacation selection within the appropriate work unit to which the employee is assigned will be determined in accordance with seniority as defined by this Agreement

G. Upon twenty-four (24) hours notice, vacations of three days or less shall be granted by the Director or his designee subject to the work required of the Employer. The Director or his designee may waive the twenty-four (24) hour notification requirement. The exercise of such discretion shall not be subject to the grievance provision of this Agreement. This paragraph shall not diminish the right to accumulation as contained in paragraph B of this Article.

H. Four (4) officers shall be permitted to be on vacation at one time (excluding sergeants and lieutenants).

## ARTICLE IX

### EMPLOYEE REIMBURSEMENTS

A. When an employee is required to use his personal automobile during a working tour for official business, reimbursement for such use (exclusive of travel to and from work) shall be at the State rate.

B. Meals

1. An employee shall be reimbursed for meals up to the following amounts per day if he is required to be outside of the County on official business during the normal meal hours: Breakfast \$5.00; Lunch \$8.00; and Dinner \$10.00.

2. An employee shall also receive the above reimbursements if he is required to be away from the Correction Centers for a continuous period of four (4) hours or more.

3. Meal reimbursements shall be paid in the month following submission of vouchers and paid receipts.

4. In short notice assignments, meal allowances may be drawn in advance.

C. Tuition The Employer agrees to reimburse each employee up to a total of eight hundred and fifty dollars (\$850.00) in 2006, nine hundred dollars (\$900) in 2007, nine hundred and fifty dollars (\$950) in 2008, one thousand dollars (\$1,000) in 2009, one thousand and fifty dollars (\$1,050) in 2010, and one thousand one hundred dollars (\$1,100) in 2011 for any job related course(s) or any other courses necessary for completion of a degree in Police Science or Criminal Justice.

D. Extradition An officer scheduled for an extradition assignment will be advanced a \$50 per day meal expense allotment. The officer must furnish receipts to substantiate such expenses. Arrangements for travel and lodgings will be made prior to the departure of the officer.

## ARTICLE X

### SICK LEAVE

- A. 1. The minimum sick leave with pay shall accrue to any full-time employee on the basis of one (1) working day per month during the remainder of the first calendar year of employment after initial appointment and fifteen (15) days as of the first working day of the year for each subsequent calendar year thereafter. All unused sick leave in any calendar year shall accumulate from year to year.
2. In all instances, a working day, for purposes of sick day accrual, shall be calculated as the equivalent of eight (8) work hours.
3. For twelve (12) hour shift employees, twelve (12) hours of sick leave will be assessed (hour for hour) for sick leave utilization on any given workday.

B. Sick leave may be utilized by employee:

1. When they are unable to perform their work by reason of personal illness, accidental injury or exposure to a contagious disease; or
2. To care for a seriously ill member of the employee's immediate family.

C. "Immediate family" means father, mother, mother-in-law, father-in-law, grandmother, grandfather, grandchild, spouse, child, foster child, sister, or brother of the employee. It shall also include relatives of the employee residing in the employee's household. "Immediate family" shall also include such other relationships as are deemed within the definition of family members under the New Jersey Family Leave Act and the Federal Family and Medical Leave Act.

D. Reporting of Absence on Sick Leave. If an employee is absent for reasons that

entitle him/her to sick leave, his supervisor shall be notified at least one (1) hour prior to the employee's usual reporting time. In case of sudden illness or emergency, exceptions may be granted.

1. Failure to so notify his supervisor may be cause of denial of the use of sick leave for that absence and may constitute cause for disciplinary action.
2. Absence without notice for five (5) consecutive days shall constitute a resignation not in good standing.

E. Verification of Sick Leave

1. An employee who is absent on sick leave may be required to submit acceptable medical evidence substantiating the need for sick leave. Abuse of sick leave shall be cause for disciplinary action.
2. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required.
3. The Employer may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined, at the expense of the County, by a physician chosen by the employee from a panel of physicians designated by the County. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of the employee or other employees.

F. Sick Leave Redemption

1. Employees may elect to redeem unused sick days accumulated through the prior year for current cash value, up to a maximum of five (5) days provided that a bank of not less than forty-five (45) accumulated sick days remains at the conclusion of each year. The employee must have not less than forty-five (45) days, respectively, remaining after redeeming unused sick days. Employees may exercise an annual right to redeem by notifying the Employer during the month of June. Employees redeeming days will receive separate checks by the last regular pay day in July.

2. Fifty percent (50%) of all accumulated sick time shall be paid upon retirement up to a maximum of \$15,000.00 between July 1, 2005 and December 31, 2011.

G. Donation of Sick Time

Employees covered by this Agreement may donate sick time to other County Employees in accordance with the County's policy on donating sick time.

## ARTICLE XI

### BEREAVEMENT LEAVE

- A. Employees shall be entitled to four (4) days leave per incident with pay for death of spouse or child.
- B. Employees shall be entitled to three (3) days leave per incident with pay for death of mother or father.
- C. Employees shall be entitled to three (3) days leave per incident with pay for death in the immediate family: sister, brother, mother-in-law, father-in-law, grandmother, grandfather, grandchild, foster child, and any relative of the employee residing in the employee's household. Immediate Family shall also include members of the spouse's "Immediate Family".
- D. Employees shall be entitled to one (1) day leave per incident with pay for family members not defined above if the employee is scheduled to work.

## ARTICLE XII

### OTHER BENEFITS

#### A. Workers Compensation

1. Under the New Jersey Worker's Compensation Law, employees of Gloucester County injured while in the course of their employment are entitled to be paid by the County Worker's Compensation Insurance Carrier. The Board of Chosen Freeholders has, by policy, declared that it will supplement the insurance check for one (1) year.

2. It is understood that all Correction Officers are considered to be on duty twenty-four (24) hours per day while in the State of New Jersey. Any employee who suffers an injury or illness while in the performance of his duty shall receive all benefits to which he may be entitled as provided by the County Worker's Compensation Insurance Carrier. The Board of Chosen Freeholders has declared that it will supplement the insurance check for one (1) year.

#### B. Other Leaves

1. Leaves of absence, without pay, for documented medical reasons, will be granted for periods of up to three (3) months upon written request of the employee. Up to an additional nine (9) months leave for medical reasons may be granted by the Employer in three (3) segments of up to three (3) months each, for a total of twelve (12) months.

2. Leaves of absence, without pay, for other than medical reasons, may be granted by the Employer for up to twelve (12) months in four (4) segments of up to three (3) months each. Included within such requests are leaves for the care of an infant who is less than sixty (60) days of age at the commencement of such leave.

3. All initial requests for leaves and subsequent segment extensions shall be in writing to the Employer.

C. Pregnancy Disability due to pregnancy shall be considered as any other disability in accordance with law. The employee shall not lose any seniority due to her leave.

D. Military Leave Military leave of absence will be granted as required by statute.

E. Administrative Leave Employees shall be allowed two (2) days off with pay annually for personal business that cannot be disposed of outside working hours, except that employees hired on or after July 1 shall be entitled to only one (1) administrative leave day in the first calendar year of service. In the event of emergency situations when administrative leave is used with less than twenty-four (24) hours notice, Employee will be required to submit supporting documentation for the absence. The Director or his designee may at their discretion waive the twenty-four (24) hour notice requirement with sufficient documentation and if circumstances warrant. It is understood that in order to maintain sufficient service levels, management reserves the right to deny a request for administrative leave if services would be interrupted, hindered or obstructed.

## ARTICLE XIII

### MANAGEMENT RIGHTS

A. The County hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

1. The executive management and administrative control of the County Government and its properties and facilities and activities of its employees by utilizing personnel, methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the County.
2. To make rules of procedure and conduct, to introduce and use new and improved methods and equipment, to contract out for goods and services, to decide the number of employees needed for any particular time, and to be in sole charge of the quantity and quality of the work required.
3. The right of management to make, maintain and amend such reasonable rules and regulations as it may from time to time deem best for the purposes of maintaining order, safety and/or the effective operation of the Department after advance notice thereof to the employees, and to require compliance by the employees, is recognized.
4. To hire all employees and, subject to the provisions of law, to determine their qualifications and conditions of continued employment or assignment, and to promote and transfer employees.
5. To suspend, demote, discharge or take other appropriate disciplinary

action against any employee for good and just cause according to law.

6. To lay off employees in the event of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive or for other legitimate reason.

B. In the exercise of the foregoing powers, rights, authority, duties and responsibilities of the County, the adoption of policies, rules, regulations and practices and the furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and by law, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.

C. Nothing contained herein shall be construed to deny or restrict the County of its rights, responsibilities and authority under N.J.S.A. 40A or any other national, state, or county laws or regulations.

## ARTICLE XIV

### LODGE RIGHTS

A. Information The County shall make available to the FOP for inspection all financial records and data in the public domain, upon written request, at a time of mutual convenience.

B. Release Time Whenever any representative of the FOP or any employee participates during working hours in negotiations, grievance proceedings, conferences, or meetings which relate to FOP business with management or the County, he shall suffer no loss in pay nor be required to make up such time. It is agreed that any such meetings shall be subject to mutual agreement by management and/or the County and the FOP.

C. Bulletin Boards Four (4) bulletin boards (min. 4' x 6') shall be provided by the Employer for the exclusive use of the FOP. The locations for the boards shall be designated by the FOP, subject to the approval of the Director.

D. Statutory Leaves Representatives of the FOP shall be granted leave to attend all authorized conventions as mandated by statute.

E. Recognized Representative The Employer will recognize and communicate with the FOP's designated representative for informational purposes pertaining to salary, benefits, or any other problems between employees and the County Treasurer's office. The Treasurer's Office will be notified of the name of the representative.

#### F. Lodge Leave

1. In addition to any leaves granted by statute, up to an aggregate total of twenty (20) days leave with pay per year shall be granted to representatives of the FOP to attend

conferences, seminars and/or conventions which relate to FOP business. The Executive Board of the FOP shall designate the representatives and shall notify the Employer not less than fourteen (14) calendar days prior to the date(s) of such leave(s).

2. The aforementioned twenty (20) aggregate days is the respective total in each year of the Agreement for all FOP representatives. That is, it is not a total for each representative.

## ARTICLE XV

### RE-OPENER PROVISION

A. In the event of a substantial modification of job function of a class of employees, upon written request of the FOP, the contract will be re-opened on this issue only.

## ARTICLE XVI

### DUES DEDUCTION

A. The Employer agrees to make payroll deduction of FOP dues when authorized to do so by the employee on the appropriate form. Union dues deduction shall be exclusive as to Lodge No. 97. The amount of said deduction shall have been certified to the Employer by the Secretary/Treasurer of the FOP. The Employer shall remit the dues to address designated by the FOP no later than the last day of the month following the calendar quarter in which such deductions are made (or earlier, if reasonable possible), together with a list of employees from whose pay such deductions were made.

B. Save Harmless The FOP shall indemnify, defend and hold the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of fee deductions by the Employer for the FOP which the Employer has remitted to the FOP and reliance by the Employer on any representations made by the FOP with respect to this Article. The Employer will give the FOP notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph.

## ARTICLE XVII

### REPRESENTATION FEE

#### A. Purpose of Fee

If an employee covered by the terms of this Agreement does not become a member of the FOP during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the FOP for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the FOP as majority representative.

#### B. Notification of Amount of Fee

1. Prior to the beginning of each membership year, the FOP will notify the Employer of the amount of the regular membership dues, initiation fees and assessments charged by the FOP to its own members for that membership year. The representation fee to be paid by non-members shall be determined by the FOP and shall be up to 85% of that amount.

2. Such sum representing the fair share shall not reflect the cost of financial support or partisan political or ideological nature only incidentally related to the terms and conditions of employment, except to the extent that it is necessary for the majority representative to engage in lobbying activities designed to foster its policy goals in collective negotiations to secure for the employees it represents advances in wages, hours, and other terms and conditions of employment in addition to those which are secured through collective negotiations with the Employer.

#### C. Challenging Assessment Procedure

1. The FOP acknowledges and affirms that it has established a procedure by which a non-member employee(s) in the unit can challenge the assessment, as in N.J.S.A.

2. In the event that the challenge is filed, the deduction of the fair share fee shall be held in escrow by the FOP pending final resolution.

D. Deduction and Transmission of Fee

1. Notification Once during each membership year covered in whole or in part by this Agreement, the FOP will submit to the Employer a list of those employees who have not become members of the FOP for the then current membership year. The Employer will then deduct from the salaries of such employees (in accordance with paragraph #2 below) the full amount of the representation fee and will promptly transmit the amount so deducted to the FOP.

2. Payroll Deduction Schedule The Employer will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

- a. ten (10) days after receipt of the aforesaid list; or
- b. thirty (30) days after the employee begins his employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Employer in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. Termination of Employment If an employee who is required to pay a representation fee terminates his employment with the Employer before the FOP has received the full amount of the representation fee to which it is entitled under this Article, the Employer

will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics Except as otherwise provided in this Article, the mechanics for the deduction of the representation fees and the transmittal of such fees to the FOP will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the FOP.

5. Changes The FOP will notify the Employer in writing of any changes in the list provided for in paragraph #1 above and/or the amount of the representation fees, and such changes will be reflected in any deductions made more than ten (10) days after the Employer received said notice.

6. New Employees On or about the first day of each month, beginning with the month this Agreement becomes effective, the Employer will submit to the FOP a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such employees.

E. Save Harmless The FOP shall indemnify, defend and hold the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of fee deductions by the Employer for the FOP which the Employer has remitted to the FOP and reliance by the Employer on any representations made by the FOP with respect to this Article. The Employer will give the FOP notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph.

F. It is the intent of the parties, in entering into this Agreement, to fully comply with the rules and regulations of the Public Employment Relations Commission and the Public Employment Relations Commission Appeal Board regulating agency fee deductions. To the

extent any procedure established by these provisions is not in harmony with such rules and regulations, the parties agree to promptly negotiate a replacement clause to correct such deficiency. All other non-affected clauses shall remain in full force and effect to the extent permitted by law.

## ARTICLE XVIII

### MAINTENANCE OF OPERATIONS

A. It is recognized that the need for continued and uninterrupted operation of the Correctional Facility is of paramount importance to the Citizens of the County and that there should be no interference with such operations.

B. The FOP covenants and agrees that during the term of this Agreement, neither the FOP nor any person acting in its behalf will cause, authorize, engage in, sanction, any strike (i.e., the concerted failure to report for duty, or willful absence of an employee from his position, or stoppage of work or abstinence in whole or in part from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout, or other job action against the Department of Correctional Services. The FOP agrees that such action would constitute a material breach of this Agreement. It is understood that employees who participate in such activities may be subject to disciplinary action.

C. Nothing contained in this Agreement shall be construed to limit or restrict the County in its right to seek and obtain such judicial relief as it may be entitled to have before any court or administrative agency.

## ARTICLE XIX

### WORKING CONDITIONS & SAFETY ITEMS

#### A. Transportation

1. Employees who are required to transport prisoners will, whenever possible and practicable, be selected to be of the same sex as the prisoner to be transported.
2. At no time shall anyone officer be required to transport more than three (3) prisoners.
  - a. Minimum security prisoners are excluded from this provision.

Minimum security prisoners are defined as: road gang; weekenders; and work release.

3. All official vehicles provided by the County for utilization of employees in the performance of their duties will be caged vehicles.
  - a. Minimum security prisoners are excluded from this provision.
4. Official vehicles provided by the Employer for the utilization of the employees will be radio equipped and will be properly maintained by the Employer.
  - a. Minimum security prisoners are excluded from this provision.

Minimum security prisoners are defined as: road gang; weekenders; and/or work release.

- B. Training Academy Schedule Employees who are required to attend a training Academy will follow the schedule of the Academy while enrolled at the Academy. Employees attending the Academy will be ineligible for any overtime assignment (voluntary or involuntary) within the Department except in an emergency or assigned for training purposes.

C. Bullet/Stab Resistant Vests Any correction officer who is assigned an outside duty or who is in direct contact with the public will be issued a bullet/stab resistant vest. Bullet/stab resistant vests will be replaced according to manufacturer recommendations and shall be equivalent to the stopping power of department issue caliber. Bullet/stab resistant vests are required to be worn while in uniform.

D. Ammunition and Targets Employees who are required to qualify with a hand weapon will be furnished with not less than five (5) targets and three hundred (300) rounds of reload ammunition per year.

E. The Department will provide adequate riot gear and equipment to help facilitate the quelling of disturbances by inmates.

F. The Department will make a hepatitis inoculation available to all employees on a voluntary basis and without charge.

G. Employees shall not be responsible for funds entrusted to their care unless upon a finding of willful negligence or willful misconduct.

H. The Department will provide adequate two-way radios for each shift.

## ARTICLE XX

### EMPLOYEE RIGHTS

#### A. Personnel Records

1. Employees covered by this Agreement shall be entitled to inspect their personnel file upon request and by appointment.
2. Prior to the placing of any material in the employee's personnel file which could have an adverse effect on an employee's employment status, the employee shall be given the opportunity to review such material. The employee shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed, with the express understanding that such signature does not necessarily indicate agreement with the contents thereof. The employee may also submit a written response to such material within ten (10) calendar days after he has reviewed same, and his response will be included in the employee's personnel file.

- B. Hearings Any employee who has been suspended shall be entitled to a hearing. Such hearing shall be conducted within thirty (30) days after service of charge, prior to the suspension, unless, in the judgment of the Director or his designee, the offense is of such a serious nature that the suspension should commence prior to any hearing. The thirty (30) day requirement may be waived by the parties in writing or if exceptional circumstances warrant. Exceptional circumstances shall be defined in the same manner as the New Jersey Court Rules. The hearing will be conducted by the Director or his/her designee for all matters of minor discipline. For major disciplinary matters, the hearing will be conducted by a person outside of the Department to determine the validity of the charges. Prior to any departmental interview the employee shall be afforded the opportunity for Union/legal counsel and the interview will be

delayed until representation is present.

C. Re-Employment Rights Permanent employees who sever employment relationship with the Employer shall have the right to return to their former position within thirty (30) calendar days of the effective date of separation with no loss of salary, benefits, or

seniority. Employees who separate for more than thirty (30) days will not receive credit for contractual benefits lost upon their resignation. The foregoing is in addition to any re-employment rights to which the employee may be entitled through Civil Service procedures.

If this Paragraph shall conflict with any Civil Service procedures or Administrative Code, the Civil Service procedures or Administrative Code shall govern and take precedence.

D. Seniority

1. Seniority lists will be developed and posted within thirty (30) days of the signing of this Agreement and shall be presumed to be accurate unless a question is raised by an individual, or the FOP on behalf of an individual, within ten (10) calendar days of the posting.

The seniority lists will be used for determining vacation selection as well as the scheduling of voluntary and mandatory overtime.

2. Seniority is defined as follows as for Correctional Officers: date of employment with the County for the Gloucester County Correctional Facility

3. Any employee may exercise seniority to bid for vacancies on shift assignments and job positions provided that the Employer's criteria for qualification are met. The Employer's criteria for qualification includes the employee's entire personnel record. The Employer will post any criteria and when all bidders are equally qualified, seniority will be the primary consideration prior to selection. All vacancies and job assignments will be posted for ten

(10) days prior to selection. Employer will then post the name of the person filling the assignment(s) within ten (10) days after the posting time for the vacancy(ies) has expired.

E. Legal Representation Whenever an employee covered by this Agreement is a defendant in any action or legal proceeding arising out of and directly related to the lawful exercise of police powers except in cases of disciplinary proceedings brought against an employee by the County or in criminal proceedings instituted as a result of a complaint on behalf of the County, said employee will be permitted to select an attorney of his choice as his representative, or may designate an attorney from a panel of attorneys selected by the Office of the County Counsel. Reasonable fees for such representation will be paid by the County. In cases of disciplinary proceedings brought against the employee by the County, or in cases of criminal proceedings instituted as a result of a complaint on behalf of the County, the County will pay the reasonable fees, as determined by County Counsel, for the selected attorney or for the attorney designated from the aforementioned panel if such disciplinary or criminal proceeding is dismissed or finally determined in favor of the employee. Attorney fees shall not be reimbursed in connection with the settlement of disciplinary grievances, either prior to or during the course of arbitration unless the settlement specifically provides otherwise.

## ARTICLE XXI

### MISCELLANEOUS PROVISIONS

A. Health Hazards Any employee required/requested to transport or be in contact with any person carrying or having an infectious disease shall be notified of such in advance, if known. The Employer agrees to take all reasonable precautions regarding protection for the employee. If a health hazard is not known until after an employee's contact, the Employer will notify the employee as soon as possible, and any required medical exams and/or treatment will be provided by the Employer at no cost to the employee.

B. Notification of Shift Change Employees shall receive at least two (2) weeks notice of the proposed total shift change.

C. Non-Discrimination There shall be no discrimination by the Employer or the FOP against any employee because of the employee's membership or non-membership in the FOP. Neither the Employer nor the FOP shall discriminate against any employee because of race, creed, color, age, sex, marital status or national origin.

D. K-9 Officers who are assigned a canine or other animal that was sponsored and trained by the Department, shall not be responsible for any monetary expenses related to the animal's care. The officer shall be equipped with the proper shelters and enclosures necessary to secure the animal and to maintain its and the public's safety.

a. If canine is injured while on duty, the Department will provide medical coverage for three (3) years at a County approved veterinarian.

E. Emergency Response Team (E R T) The Director shall establish and promulgate the criteria for eligibility to appointment to the E.R. T. All bargaining unit members shall be eligible to apply to be members of the E.R.T.

F. Separability If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such

provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

G. The retroactive aspects of this Agreement, including salary and economic benefits shall be retroactive to July 1, 2005, unless otherwise stated. All retroactive monies will be paid on or before the thirtieth (30th) day after ratification of this Agreement. All said monies shall be paid by separate check and shall not be included in regular pay.

## ARTICLE XXII

### FULLY BARGAINED CLAUSE

A. This Agreement represents and incorporates the complete and full understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

B. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter. Any dispute regarding this section shall be determined solely by PERC.

C. This Agreement shall not be amended, modified nor supplemented in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## ARTICLE XXIII

### DURATION

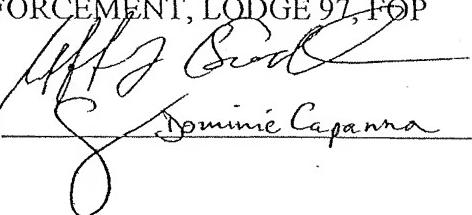
A. This Agreement shall be effective July 1, 2005, and continue in effect through December 31, 2011, subject only to the FOP's rights to negotiate a successor Agreement.

B. Negotiation for a successor Agreement shall commence during the month of July, 2011 by either party to this Agreement notifying the other in writing of its decision to modify or extend the provisions of this Agreement.

IN WITNESS WHEREOF, the Employer and the FOP have caused this Agreement to be executed below

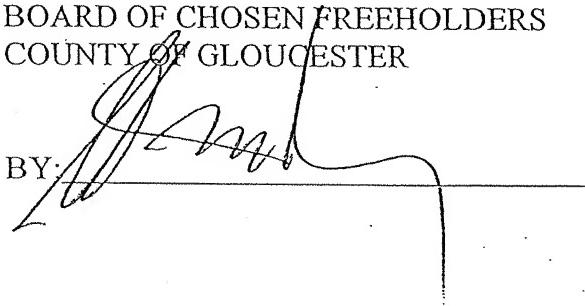
GLOUCESTER COUNTY LAW  
ENFORCEMENT, LODGE 97, FOP

BY:

  
S. Dominic Capanna

BOARD OF CHOSEN FREEHOLDERS  
COUNTY OF GLOUCESTER

BY:



BY:



BY:

DATE:

October 26<sup>th</sup>, 2005

SCHEDULE A

		Uniform Allowance added into Salary	1	2	3	4	5	Inc.	6
Inc.	R								
7/1/05	\$ 29,022		\$ 30,472	\$ 34,765	\$ 40,838	\$ 43,351	\$ 47,644		\$ 51,940
7/1/05	1.00%	\$ 29,312	\$ 30,777	\$ 35,113	\$ 41,246	\$ 43,785	\$ 48,120	2.75%	\$ 53,368
1/1/06		\$ 29,312	\$ 32,327	\$ 36,663	\$ 42,796	\$ 45,335	\$ 49,670		\$ 54,918
1/1/06	1.50%	\$ 29,752	\$ 32,812	\$ 37,213	\$ 43,438	\$ 46,015	\$ 50,415	2.50%	\$ 56,291
7/1/06								2.50%	\$ 57,699
1/1/07	1.50%	\$ 30,198	\$ 33,304	\$ 37,771	\$ 44,090	\$ 46,705	\$ 51,172	4.50%	\$ 60,295
1/1/08	1.50%	\$ 30,651	\$ 33,803	\$ 38,337	\$ 44,751	\$ 47,405	\$ 51,939	3.00%	\$ 62,104
7/1/08								2.25%	\$ 63,501
1/1/09	1.50%	\$ 31,111	\$ 34,310	\$ 38,912	\$ 45,423	\$ 48,116	\$ 52,718	4.00%	\$ 66,041
1/1/10	1.50%	\$ 31,578	\$ 34,825	\$ 39,496	\$ 46,104	\$ 48,838	\$ 53,509	4.00%	\$ 68,683
1/1/11	1.50%	\$ 32,051	\$ 35,347	\$ 40,089	\$ 46,795	\$ 49,571	\$ 54,312	4.00%	\$ 71,430

## SCHEDULE B

### BONUSES

1. Each year of the term of the Agreement the following bonuses will apply:

#### Corrections Physical Fitness Test (voluntary)

<u>Passing Score</u>	<u>Perfect Score</u>
3.75	6.00

Bonus:	\$250 passing score (any year) paid before the end of the year
	\$500 perfect score (any year) paid before the end of the year

2. Education Bonus

\$650 – Bachelor Degree
\$350 – Associate Degree

Paid on the last pay day of January each year. Degree to be earned by December 31<sup>st</sup> of prior year.

3. Individual Attendance Bonus

a. Perfect attendance:	2.5% base salary
b. 1 through 48 hours of sick leave	1% base salary

The aforementioned bonus to be paid on the last pay day of January of each year for attendance of prior year.

## APPENDIX A

### UNIFORM ACQUISITION AND MAINTENANCE

#### Initial Issue for All Correction Officers:

3 Class B Pants  
3 Class B Short Sleeve Shirts  
1 Class A long-sleeve shirt\*  
1 Class A pair pants  
1 Tie  
2 Badges  
Nameplate  
1 All purpose jacket w/liner & 1 sweater  
1 ID Wallet  
1 Garrison Belt  
1 Pair of Shoes (replacements on shoes every other year)

\* Flags and Service Stars should be supplied and sewn on each shirt

#### Additional Issue:

1 holster  
1 Sam Browne "type" belt  
1 Double Ammo Pouch  
1 Pair handcuffs w/ case and keys  
Keepers as necessary

#### Recruits

Khakis (issued prior to Academy)  
Appropriate issue for Academy

The Director at his/her discretion may change the uniform(s)..

## APPENDIX B

### TWELVE-HOUR SHIFT SCHEDULE

<u>WEEK 1</u>	<u>SUN</u>	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THURS</u>	<u>FRI</u>	<u>SAT</u>
A-SHIFT	X	D	D	X	X	D	D
B-SHIFT	D	X	X	D	D	X	X
C-SHIFT	X	N	N	X	X	N	N
D-SHIFT	N	X	X	N	N	X	X

<u>WEEK 2</u>	<u>SUN</u>	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THURS</u>	<u>FRI</u>	<u>SAT</u>
A-SHIFT	D	X	X	D	D	X	X
B-SHIFT	X	D	D	X	X	D	D
C-SHIFT	N	X	X	N	N	X	X
D-SHIFT	X	N	N	X	X	N	N

D = Day      N = Night      X = Off